



# CENTRAL COLLECTION AGENCY

## DIVISION OF TAXATION

205 W. Saint Clair Ave.  
Cleveland, OH 44113-1503

www.ccatax.ci.cleveland.oh.us

Special Audit Department

Toll Free (in Ohio) 1-800-223-6317

Fax (216) 420-8267

## MUNICIPAL INCOME TAX AUDIT NOTICE

**Letter No. 000**

January \_\_, 2013

TAXPAYER NAME

ADDRESS

CITY, STATE ZIP9

INCOME CODE

Dear City of Centerville Taxpayer:

Through an agreement with the City of Centerville as authorized by Internal Revenue Code Section 6103(d), the Central Collection Agency (CCA) has obtained federal income tax information indicating you have received income which may be subject to Centerville's income tax. Because our review of income tax records provided by Centerville did not indicate an active Centerville tax account for you, you are required to submit the following information to the attention of the CCA tax auditor listed below.

**Please submit the following information:**

1. **This audit notice with the reverse side completed** (also complete for your spouse, if applicable)
2. **Copies of your 2006 through 2011 Federal Income Tax Returns** (also include your spouse's return if married filing separate)
3. **Copies of all 2006 through 2011 Federal W-2 and 1099 forms**

Please return the above information using the envelope enclosed with this audit notice.

**All correspondence regarding this audit notice must be directed only to the CCA auditor indicated below. The City of Centerville does not have access to IRS information and will not be able to assist you with questions related to this audit notice.**

Please provide the requested information in writing within thirty (30) days to CCA. Please contact the CCA auditor listed below with any questions related to this notice.

Sincerely,

AUDITOR, Income Tax Auditor  
CCA Special Audit Department  
216.664.2070 xEXT